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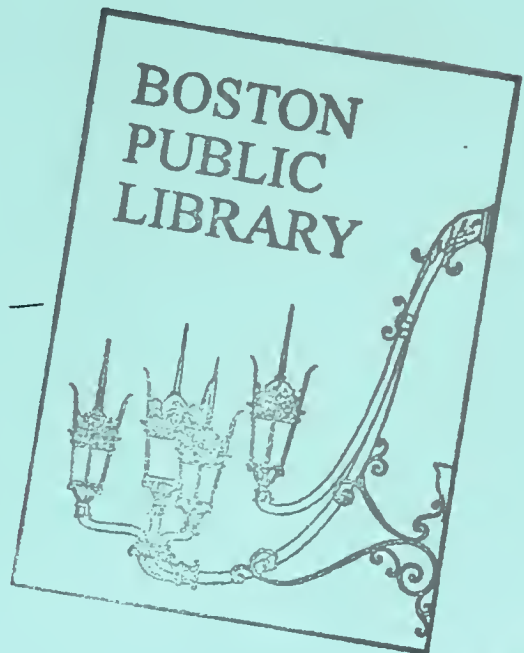
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PERSONNEL POLICY

October 11, 1973





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## Table of Contents Personnel Policy

| Paragraph | Subject  | Page |
|-----------|--|------|
| 1         | ESTABLISHMENT OF PERSONNEL POLICY  | 1    |
| 2         | ADMINISTRATION OF PERSONNEL POLICY   | 1    |
| 3         | DERIVATION OF PERSONNEL POLICY   | 1    |
| 4         | APPLICATION  | 1    |
| 5         | BASIC PRINCIPLES <ul style="list-style-type: none"> <li>a. Merit System</li> <li>b. Nondiscrimination</li> <li>c. Affirmative Action</li> <li>d. Political Activity</li> <li>e. Conflict of Interest</li> </ul>  | 1    |
| 6         | ORGANIZATION <ul style="list-style-type: none"> <li>a. Organization Plan and General Staffing</li> <li>b. Delegation of Authority</li> </ul>   | 1    |
| 7         | POSITION CLASSIFICATION <ul style="list-style-type: none"> <li>a. Establishment of Grades</li> <li>b. Position Titles</li> <li>c. Class Specifications</li> <li>d. Classification Plan</li> <li>e. Position Description</li> <li>f. New Position Descriptions</li> </ul>   | 1-2  |
| 8         | EMPLOYEE CATEGORIES <ul style="list-style-type: none"> <li>a. Staff Employees</li> <li>b. Maintenance Men</li> <li>c. Co-Operative Work Students</li> <li>d. Part-Time Employees</li> <li>e. Building Service Employees</li> </ul>   | 2    |
| 9         | COMPENSATION <ul style="list-style-type: none"> <li>a. Position Comparability</li> <li>b. Pay Period</li> <li>c. Salaried Employees</li> <li>d. Maintenance Men</li> <li>e. Co-Operative Work Students, Part-Time, Building Service Employees, Volunteers and Consultants</li> <li>f. Cost of Living</li> </ul>            | 3    |
| 10        | SELECTION OF APPLICANTS FOR EMPLOYMENT <ul style="list-style-type: none"> <li>a. Submission</li> <li>b. Centralization</li> <li>c. Consideration/Affirmative Action and Equal Opportunity</li> <li>d. Notification of Applicants Not Selected</li> <li>e. Consideration of Prospective Hirings and Interviewees</li> </ul> | 3-4  |



| Paragraph | Subject   | Page  |
|-----------|---|-------|
| 16        | EMPLOYEE BENEFITS   | 9-14  |
|           | a. General  |       |
|           | b. Leave  |       |
|           | c. Special Leaves other than Annual,<br>Sick, or Compensatory                               |       |
|           | d. Leave of Absence Without Pay   |       |
|           | e. Workmen's Compensation   |       |
|           | f. Retirement   |       |
|           | g. Credit Unions  |       |
|           | h. Health and Life Insurance  |       |
|           | i. U. S. Savings Bonds  |       |
|           | j. Beneficiary  |       |
| 17        | TRANSFERS AND CHANGES OF STATUS   | 14    |
|           | a. Transfers  |       |
|           | b. Change in Status   |       |
| 18        | EMPLOYEE RELATIONS AND GRIEVANCES   | 14-15 |
|           | a. Supervisory Responsibility   |       |
|           | b. Grievances   |       |
|           | c. Employee Relations   |       |
| 19        | WORKING CONDITIONS AND ACCIDENTS  | 15    |
|           | a. Working Conditions   |       |
|           | b. Accidents  |       |
| 20        | TRAINING  | 15    |
|           | a. Orientation Training   |       |
|           | b. In-Service Training  |       |
|           | c. Management and Technical Training  |       |
|           | d. Local Colleges and Agencies  |       |
|           | e. Educational Assistance Program   |       |
|           | f. Application  |       |
| 21        | COLLECTION AND SOLICITATION OF FUNDS  | 15    |
| 22        | OFFICIAL TRAVEL AND MILEAGE REIMBURSEMENT   | 15-16 |
|           | a. Travel Policy  |       |
|           | b. Use of Private Vehicle   |       |
| 23        | AVAILABILITY OF PERSONNEL POLICY  | 16    |
| 24        | EMPLOYEE HANDBOOK   | 16    |
|           | BIBLIOGRAPHY  | 17    |
|           | APPENDICES I, II, and III   |       |
|           | NOTE: Appendices I, II and III are available upon request from<br>the Personnel Department. |       |



# BOSTON REDEVELOPMENT AUTHORITY PERSONNEL POLICY

## 1. ESTABLISHMENT OF PERSONNEL POLICY

- a. Effective October 11, 1973, this Personnel Policy is adopted for the Boston Redevelopment Authority and supersedes Document No. 3, Personnel Policy and all amendments thereto, adopted at the Authority Meeting of December 11, 1957.

## 2. ADMINISTRATION OF PERSONNEL POLICY

- a. The Director shall have the overall primary responsibility for the administration of the Personnel Policy.

## 3. DERIVATION OF PERSONNEL POLICY

- a. This Policy is derived from: previous Personnel Policy; Chapter 121B and other applicable Massachusetts General Laws; HUD Renewal Guide and Handbook plus other appropriate Federal Regulations.

## 4. APPLICATION

- a. All employees of the Boston Redevelopment Authority are subject to the provisions of the Personnel Policy.

## 5. BASIC PRINCIPLES

### a. Merit System

The employment of personnel and all actions affecting employees shall be based solely on merit, ability, and justice.

### b. Nondiscrimination

There shall be no discrimination against employees or applicants for employment on account of race, color, religious creed, national origin, sex, age, ancestry, or any political or union affiliation.

### c. Affirmative Action

The Boston Redevelopment Authority in the Affirmative Action Program of November 1972, as amended Appendix III, has re-affirmed the Authority's Commitment to Affirmative Action and Equal Opportunity.

### d. Political Activity

All members, officers, and full time employees of the Authority are subject to the provisions of Section 12(a) of the Hatch Act. The extensive prohibitions concerning political activity under Section 12(a) of the Hatch Act are contained in the Employee Handbook.

### e. Conflict of Interest

Employees and former employees are subject to the provisions of Chapter 268A of the General Laws as appearing in Chapter 779 of the Acts of 1962. The general provisions of the Conflict of Interest law are contained in the Employees Handbook. Employees shall not accept other employment or consultant contracts which may impair their independence or judgment in the exercise of their official duties and which conflict with the fulfillment of their primary responsibility to the Authority.

## 6. ORGANIZATION

### a. Organization Plan and General Staffing

All positions in the Authority shall be established in accordance with a graphic Table of Organization Chart and Organization Plan submitted by the Director and approved by the Authority. The T/O Chart shall be reviewed annually by the Director and the Affirmative Action Advisory Council, and modifications or amendments to reflect significant changes in Authority programs and staff areas of responsibility and authority will be presented to the Authority for approval and will be added as an amendment appendix to this document.

### b. Delegation of Authority

Every employee shall be delegated the authority necessary to perform assigned duties in a responsible manner.

## 7. POSITION CLASSIFICATION

### a. Establishment of Grades

All salaried positions shall be grouped in grades, each grade to include those positions sufficiently alike to justify common treatment in selection and compensation. The Authority will pay equivalent compensation for comparable jobs; comparability to be determined by the levels of skill, experience, and complexity of duties required to perform the job independent of any other employee characteristics.





## 9. COMPENSATION

### a. Position Comparability

Authority positions shall be compensated at a rate comparable to the compensation rates for similar positions in other local public agencies or private organizations. Comparable evaluations shall be conducted annually by the Personnel Department with documentation retained on file for HUD or other federal agencies examination and audit. Similarity of duties and responsibilities required are to be considered in conducting comparability studies. If suitable public organizations are not applicable, certain positions may be compared with those in organizations in the private sector.

### b. Pay Period

All Authority employees have a weekly pay period from Sunday through Saturday, with staff employees normally working from Monday through Friday. Pay checks are issued weekly on Fridays to reimburse employees for the previous week's employment.

Before an employee is included in the weekly payroll, a weekly Time Sheet must be submitted on Monday indicating hours worked during the previous pay period. Time Sheets must be approved by the employee's supervisor.

### c. Salaried Employees

Compensation is in accordance with the employee's grade and step under the currently effective Salary Range and Step Plan, see Appendix I, according to the terms of the employee's initial Authority appointment, as modified by any salary increases approved subsequent to initial appointment.

### d. Maintenance Men

Maintenance Men are compensated at an hourly wage rate established by the Authority. This wage rate is subject to annual review and is comparable to the wage rate paid for comparable positions in local public agencies.

Maintenance Men are paid overtime, at time and a half-rate, for hours worked over the normal 40 hours per week. Authorization for all overtime work will be subject to prior approval of the Site Office Manager and Director of Property Management and shall be kept to a minimum.

### e. Co-Operative Work Students, Part-Time and Building Service Employees

1. *Co-Operative Work Students* are compensated at the hourly wage rate established in their Authority appointment or reappointment.

2. *Part-time Employees*, as established in their appointment or reappointment, are compensated at an hourly rate, for hours worked up to the maximum number of hours allowed.

3. *Building Service Employees* are hired and compensated at the hourly wage normally paid by their previous employer, if the employee has been continually employed by the owner of the building prior to hiring by the Authority. If it is necessary to hire from the available labor market to fill building service positions, the employee will be paid the current hourly wage prevailing in the comparable category of other Authority Building Service employees. Building Service Employee wage scales shall be reviewed annually in comparison with the prevailing public and private building service employee wage scales and changes in the building service employee wage scales will be submitted to the Authority by the Director, if appropriate.

4. *Volunteers* who apply to the Authority to perform volunteer work in any Département or Project shall not be compensated and shall not commence volunteer work until approved by the appropriate Supervisor, Director, and Authority. Volunteers, although not compensated, are in fact non-paid Authority employees and covered by Workmen's Compensation for accidents occurring on Authority premises.

5. *Consultants* who perform services for the Authority do not receive any benefits and must provide their own insurance coverage for Workmen's Compensation.

### f. Cost of Living

The Director shall annually in July advise the Authority the percentage amount of the Boston and Federal Department of Labor Consumer Price Index increases since the last Authority Salary Range and Step Plan Cost of Living Increase with recommendation to adjust the Salaried Employees Salary Range and Step Plan and Maintenance Employee wages.

## 10. SELECTION OF APPLICANTS FOR EMPLOYMENT

### a. Submission

All applicants for employment, with the exception of Building Service Employees and Consultants, shall submit their application, with resume if appropriate, on the Authority standard employment application. Applications shall be completed in full, signed by the applicant and



## 11. APPOINTMENT OF EMPLOYEES

### a. Submission to the Authority

All employees, except Building Service Employees, hired in accordance with Paragraphs 8e and 9e3, are proposed by the Director to the Authority as regular personnel actions at Authority meetings. The Personnel submission must contain sufficient information to enable the Authority to reach a decision to appoint, table, or reject the proposal. This information will include: proposed appointment including name, position classification recommended; annual or hourly salary, grade and step (if appropriate); maximum hours allowed to work per week if hourly employee; and duration of temporary appointment; brief biography of applicant containing residence and pertinent facts concerning the employee's experience and educational background plus the proposed work assignment. The employee's original application and references will be available in the Director's Personnel Action Board Book for Authority review if desired. Initial appointment recommendation of the Director is a temporary appointment for any period of months up to 6 months dependent on the needs of the Authority.

### b. Reappointment of Employees

After the initial temporary appointment, the Director of Personnel and supervisor of the employee, in the month preceeding the expiration of appointment, evaluate the suitability of the employee for continuance and make recommendations to the Director as to whether the employee should be continued or if the appointment should be allowed to lapse without renewal. The Director shall recommend, prior to the expiration of appointment of a temporary employee, in regular personnel actions to the Authority, that: the employee be continued for an indefinite period; continued for one, three or six month temporary appointment; or, that the appointment be allowed to expire. Most reappointments will be on a temporary-probationary one, three or six month period until the need for the services of the employee has been completed. Only in instances of a continuing need for certain critical administrative or technical skills will an employee be recommended for an indefinite appointment.

If an employee's appointment expires between Authority meetings, the employee shall remain on the personnel roll and payrolls until action is taken by the Authority at the meeting following the date of expiration.

### c. Expiration or Non-Continuance of Temporary Appointments

Any temporary - probationary employee not recommended for continuance by the Director shall be brought to the attention of the Authority prior to the expiration of appointment for such further action as the Authority may wish to take. No person's employment with the Authority shall be involuntarily terminated without action on the part of the Authority by a vote taken at a regular or special meeting.

### d. Notification of Appointments, Reappointments, and Expiration of Temporary Appointments.

The Director of Personnel, after each Authority meeting, shall advise in writing all appointees of the terms and conditions of their employment. This appointment letter will contain the resolutions voted by the Authority in December 1968 concerning Development Program Employees. Appointees must accept the terms and conditions and sign a copy of the appointment letter before the employee may commence employment.

Employees reappointed or separated by expiration of appointment shall also be notified in writing by the Director of Personnel.

## 12. PERFORMANCE

### a. General

The administration of this Policy and the performance of employees is the overall responsibility of the Director. The technical aspects of this Policy, for daily routine personnel operations and functions, are the responsibility of the Director of Personnel.

The performance of all employees in the execution of their duties rests primarily with the individual employee receiving regular guidance from the immediate supervisor. It is through the active participation in the daily implementation of Authority Personnel Policy by all Supervisors that the Policy becomes a continuing instrument for efficient operations to the mutual benefit of all employees and the Authority.

### b. Supervisors Responsibility and Authority

Supervisors are charged with the responsibility of completing required work outputs and supervising employees assigned to them, in addition to maintaining efficient and smoothly functioning work units. Supervisors are responsible for the performance of all of the staff members assigned to them and shall provide the leadership, guidance, counsel, and direction required. To achieve these objectives Supervisors are delegated the authority necessary to guide subordinates' performance.





- a. **Voluntary Resignation**  
Employee submits a written resignation to Director of Personnel with copies to immediate supervisor and Head of Department or Project Director. Two weeks notice is normally required before the employee leaves the Authority. This type of termination is processed by the Personnel Department and submitted by the Director to the Authority, at a regular meeting, for approval.
  - b. **Retirement**  
Employees are required by law to retire at the end of the month in which their 70th birthday occurs. Boston City Retirement Board advises the Director of Personnel of impending retirements and they are processed in the same way as voluntary resignations.
  - c. **Death**  
The Director of Personnel, or a person designated to represent the Director, will represent the Authority in providing guidance and counseling service to the designated beneficiary and immediate family of the deceased until such time as the beneficiary has been assisted in obtaining all benefits provided under applicable laws and for such further period as may be considered necessary.
  - d. **Failure to Renew or Continue Temporary Appointment**  
This form of separation is explained in Section 11c., d., and e. and is utilized by the Director when necessary to recommend separations in order to maintain Authority staffing at the level authorized by the Administrative Budget.
  - e. **Dismissal for Cause**  
Employees may be dismissed for cause in accordance with the provisions of Section 12 a. for unsatisfactory service, absence without authorization and other reasons described in Paragraph 11. All employees proposed by the Director for dismissal for cause may request, in a letter addressed to the Secretary of the Authority, a hearing before the Authority Board. All such employees have the right to be represented by counsel.
  - f. **Reduction in Force**  
If it is necessary to reduce the size of the Authority staff, employees will be separated with maximum notice, in accordance with the terms of their appointment. Employees recommended for separation by reduction in force have the same right to request a hearing before the Authority as those noted in subsection "e" above.
  - g. **References**  
It is the policy of the Authority to provide candid references, on request, concerning all past Authority employees.
  - h. **Check-Out**  
All employees separated from the Authority are required to complete separation check-out papers with the Personnel Department and to return all Authority supplies and materials to the Office Manager before the release of their final paycheck and terminal vacation payment. All materials and work completed while employed as a member of the Authority staff are the property of the Authority.
14. **ANNUAL PERFORMANCE EVALUATION AND SALARY REVIEWS**  
Performance Evaluation and Salary Reviews shall be conducted annually of all Authority employee classes as noted below. Special employee evaluations may be conducted at any time to evaluate superior or unsatisfactory performance.
- a. **Salaried Employees**  
All salaried employees are evaluated annually during the month before their Salary Anniversary Date.
    - 1) **PROCEDURE**  
The Director of Personnel, early in the month preceding each employee's Anniversary Date, shall forward a covering memorandum with pertinent instructions, current Salary Range and Step and Position Classification Plans, and Employee Evaluation Sheets to immediate supervisors of employees. The same materials, less the Evaluation Sheets, shall be sent to senior supervisors in the administrative line of command who have employees under their overall supervision subject to evaluation. Immediate supervisors shall complete the Evaluation Sheets, discuss each employee's evaluation with the employee, forward the evaluation to the appropriate senior supervisor, department head, or Project Director (having overall supervision of the employee) for further evaluation, review, and then return completed form to the Director of Personnel. The Director of Personnel correlates all evaluation sheets received and prepares a draft salary package with present and proposed status of each employee, which includes the



other local agencies and the periodic HUD Determination of Prevailing Salaries for Technical Positions.

#### 15. WORKING HOURS

- a. *Salaried Staff Employees* shall conform to a 35 hour work week. The regular work week is Monday through Friday, 9 A.M. to 5 P.M. One hour is allowed for lunch.
- b. *Maintenance Men* shall conform to a 40 hour work week, an 8-hour day, 5 days a week, total 40 hours, with the normal work day 8 A.M. to 4:30 P.M. with one-half hour for lunch. Start of work day for Maintenance Men may be adjusted as necessary by the Director of Property Management to conform to project maintenance and to reduce the amount of overtime work.
- c. *Co-Operative Work Students* work week shall conform to salaried staff employees.
- d. *Part-Time Employees* work on a time schedule arranged by both the supervisor and the employee. The maximum continuity of work hours will be used: 2 or 3 full days a week; 5 full mornings or 5 full afternoons per week, etc., for the most efficient productivity. This class of employees shall not, except in exceptional need, be utilized outside of the normal work week or working hours.
- e. *Building Service Employees* work the hours which are specified in their employment papers. Variances from terms and conditions of working hours in their initial employment papers must be approved by Director of Property Management and the Executive Director. Employment papers, when necessary, may be revised to satisfy permanently-modified work requirements.
- f. *Overtime* for all employees shall be minimized by supervisors and limited to essential short-range work tasks which have deadlines considered impossible to meet during normal working hours. Overtime work must be verbally authorized by the immediate supervisor before it is undertaken. All cases of overtime work must be indicated by an asterisk on the Weekly Time Sheet and approved by the immediate supervisor. The nature of overtime work required must be described on the time sheet. Employees are expected to be available for overtime work.
- g. *Compensation for Overtime*
  - 1) *Salaried Employees* Overtime, under conditions noted in Paragraph 16, is reimbursed by Compensatory Time.
  - 2) *Maintenance Men* Shall be paid time and one-half for overtime in excess of 40 hours a week.
  - 3) *Co-Operative Work Students* will be compensated at their regular hourly rate.
  - 4) *Part-Time Employees* may not be paid in excess of the hours specified in the terms of their employment appointment or reappointment and do not accumulate Compensatory Time.
  - 5) *Building Service Employees* who may earn overtime as a result of exceeding the regular hours of their employment papers, will be compensated at the regular hourly rate.
- h. *General Supervisors* are expected to maintain strict control of all overtime work. Supervisors must substantiate the essential need for overtime and must be able to show overtime accomplishments which could not be achieved during regular working hours.

#### 16. EMPLOYEE BENEFITS

- a. *General*

Employee benefits encompass all fringe benefits accruing to an employee as a result of employment with the Authority, and are provided on a comparable basis with the City of Boston and other local public agencies. These benefits are in addition to the employee's regular salary and are an indirect cost to the Authority in order to maintain a high level of morale, well being, and efficiency among all Authority employees. Employee benefits are outlined in brief below and are explained in more detail in the Employee Handbook. All referrals to Annual Leave, Sick Leave, Compensatory Time, etc., are based on a leave year extending from May 1 to April 30 of the following year.
- b. *Leave*
  - 1) *Annual (Vacation) Leave* is accrued by salaried employees, maintenance men, and Co-Operative Work Students at the rate of 10 working days per annum, starting with date of employment, earned at the rate of 1 day per month, up to the 10 days in the leave year. This leave is accrued, as above, for designated employees as follows: 10 working days for employees having completed 1 year's service and less than 4 years, 5 months; 15 working days for employees who, prior to May 1st in such year, have completed 4 years, 5 months but less than 9 years and 5 months; 20 working days for employees who prior to May 1st in such year have completed 9 years and 5 months; and 25 working days for employees who prior to May 1st in such year have completed 19 years and 5 months' service.





Salaried employees, maintenance men, and Co-Operative Work Students who have a negative Sick Leave balance of 5 days or more shall be paid weekly only for the hours they actually work, until such time as the negative Sick Leave balance reaches zero.

For all employees with a negative Sick Leave balance, all Compensatory Time is applied to the negative Sick Leave. On termination, Terminal Leave payments and, if necessary, final pay check, will be applied to negative Sick Leave, so that the negative sick leave balance may be liquidated.

*Advance Sick Leave* will be authorized by the Authority on recommendation of the Director to an employee with a prolonged illness or injury, not job related, when the employee has exhausted available Sick Leave, Compensatory Time, Reserve Compensatory Time and Annual (Vacation) Leave. Each case of advance sick leave will be handled on its merits with equal standards and treatment being applied to all employees. The maximum amount of Advance Sick Leave authorized for any employee is flexible, but the Director will limit the amount recommended to a reasonable total which can be expected to be repaid during the service of the employee after return to work. Advance Sick Leave authorized, but not utilized in full, lapses, and will not be charged against an employee's Attendance and Leave Record. It should be understood by employees that Advance Sick Leave establishes a negative sick leave balance and must be repaid as noted in the paragraph above.

*Personal Leave* Each salaried and maintenance employee shall be entitled to two days per leave year to be known as Personal Leave. Such leave will be with pay, and will be indicated on time sheets as Personal Leave. Employees must notify their immediate supervisor at least 24 hours prior to utilizing such leave unless notification is impossible or beyond the employee's control. This special type of leave is to provide for contingencies or other reasons for absence not specifically covered in these instructions. This leave is not cumulative from one leave year to the next.

- 3) *Compensatory Time* is free time granted to salaried employees earning less than \$17,500 per year for extra hours previously worked over and above the regularly scheduled work day or work week to compensate for overtime. The granting of Compensatory is entirely discretionary and dependent upon the approval in advance, 24 hours or more, of the employee's immediate supervisor.

*Accrual of Compensatory Time* is subject to the following provisions:

- a) The period of overtime was necessary and could not be performed during the work day, and is verbally authorized by the immediate supervisor before the work is performed. Further, it is recorded on weekly Time Sheets with a written explanation of the work performed during overtime and validated by the immediate supervisor.
- b) That the employee's work week has already been designed to support a normal weekly performance and eliminate necessity for all but exceptional overtime.
- c) Overtime does not include working through the lunch hour to justify an early afternoon departure.
- d) Compensatory Time is earned in units of one hour or more for time worked in excess of 7 hours. Fractional hours of Compensatory Time are not recorded in the employees Attendance and Leave Record.
- e) Work done at home is not eligible for classification as Compensatory Time.
- f) Compensatory Time is accruable, for utilization, up to 70 hours per leave year.

*Utilization of Compensatory Time* is subject to the following provisions:

- a) Granting of Compensatory Time must be approved in advance, 24 hours or more, by the immediate supervisor and be available in the employee's Attendance and Leave Record, except in the case of an unavoidable emergency.
- b) Similar to Sick Leave, Compensatory Time may not be utilized to cover unauthorized absences, unauthorized late arrivals, unauthorized early departures, etc.
- c) Compensatory Time may be utilized only up to 70 hours per leave year. Any carry over of amounts in excess of 70 hours accrued will be recorded in the employee's Attendance and Leave Record as Reserve Compensatory Time.
- d) The above limits eligible salaried employees to 70 hours authorized Compensatory Time in any leave year.
- e) An employee can appeal to the Director of Personnel or the Affirmative Action Advisory Council concerning any unresolved disputes between the employee and supervisor regarding Compensatory Time.



d. **Leave of Absence Without Pay**

1. *Academic Leave of Absence Without Pay* on recommendation of the Director may be granted by the Authority to salaried employees to return to college for undergraduate or graduate degree, if their services can be spared for period requested. Employees do not accrue any benefits while on this type of leave without pay. Employees who have gained a Bachelor Degree or advance degree during their Academic Leave of Absence shall be assigned to a comparable or higher position upon reinstatement, if recommended by the Director and approved by the Board.
2. *Personal Leave Without Pay* may be granted under the same terms and conditions as noted above except that personal leave of absence without pay may be approved by the Director for periods up to 20 working days.
3. *Military Service Leave Without Pay* is granted to employees who are required to complete a military obligation. The employee shall remain on the rolls in a military leave status and on discharge from the service, provided the employee applies for reinstatement within 90 days of discharge, will be restored to his position, or a comparable position, and receive salary increases at the level the veteran would have attained had not military service intervened. Service time is counted when determining longevity and vacation status.
4. *Maternity Leave of Absence Without Pay* is granted on request under the following conditions:
  - a. Employee requests Leave of Absence and provides immediate supervisor and Director of Personnel with certificate from her physician stating expected date of delivery.
  - b. All accrued Sick Leave, Compensatory Time and Vacation may be utilized subsequent to the employees physical date of departure from the Authority prior to the effective date of Leave of Absence.
  - c. Employees reinstated from Maternity Leave of Absence shall be assigned to the same or comparable position. If their salary anniversary date occurred during their absence, they will be reviewed for a salary increase upon reinstatement.Employees do not accrue any benefits while on Maternity Leave of Absence Without Pay.

5. **GENERAL CONDITION**

Requests for reinstatement in connection with all cases of Leave of Absence Without Pay, which have been approved by the Authority, require written request to the Director 30 days before the Leave of Absence expires. Approval of the reinstatement request by the Director and the Authority will be considered if it is deemed to be in the best interest of the Authority.

e. **Workmens Compensation**

*All employees* are covered by Workmens Compensation Insurance for accidents that occur while on the job in the employ of the Authority.

It is essential that all on-the-job accidents be reported to the immediate Supervisor and the Director of Personnel and medical examination and treatment be immediately obtained either from the closest medical facility, the Massachusetts General Hospital, Travelers Insurance Company Clinic, 125 High Street, Boston, or the facility or doctor of the employee's choice. Within 48 hours, if possible, after an on-the-job accident, the employee should submit the required industrial accident forms furnished by the Personnel Department. These forms are required by the State Industrial Accident Board and the Boston Retirement Board, in the event an employee has a claim at a much later date which may be related to the accident. These reports are also mailed to the Travelers Insurance Company and are essential if the employee is disabled and is to be eligible for payment of medical services or Workmens Compensation.

f. **Retirement**

Participation in the State - City of Boston Retirement Plan shall be a condition of employment for all salaried and maintenance employees. Automatic weekly payroll deductions of 5 percent of weekly wages are made and credited to each employees account. These accounts are maintained by the City of Boston Retirement Board, accrue annual interest, and an annual statement of account is made to each employee.

The City of Boston Retirement Board is a unit of the overall State Retirement Board and system.

Each employee, on termination, provided the employee is under 55 years of age, may withdraw this account plus accrued interest. Employees 55 years of age or older have the option of a retirement allowance to start immediately, or may leave their deductions in their account and ask for a deferred retirement allowance at a later date.





Advisory Council. Employees are assured that presentation of grievances will be free from restraint, interference, discrimination or reprisal.

c. **Employee Relations**

Employees have the right to work with the Affirmative Action Advisory Council or to designate representatives of their own choosing to improve employee relations. Employees shall be free to join, or refrain from joining unions or employee associations with assurance of freedom from restraint, etc., as noted above, concerning grievances.

**19. WORKING CONDITIONS AND ACCIDENTS**

a. **Working Conditions**

Employees shall be provided safe, sanitary and healthful working conditions in accordance with the Occupations Standards Safety Act and other applicable Federal and State laws and regulations.

b. **Accidents**

All employees are covered by Workmens Compensation Insurance and the procedure for handling industrial accidents and reports is covered in Paragraph 16 e., Employee Benefits.

**20. TRAINING**

a. **Orientation Training**

Orientation training of new employees shall be conducted by the Director of Personnel, or designee, in a series of short seminars, on reporting of employees, and during their first month of employment.

b. **In-Service Training**

This training shall be provided by supervisors to increase employees' proficiency in their work and to enhance their opportunities for advancement. Employee training shall be a function of every supervisor.

c. **Management and Technical Training**

Management and technical training of all supervisors, dependent on training funds available, is encouraged by utilization of available local, low cost, City of Boston and Federal Civil Service courses conducted either in City Hall or nearby Federal buildings. The Director of Personnel shall, within funds available, make every effort to encourage all employees to take appropriate short-term training courses noted above.

d. **Local Colleges and Agencies**

Local colleges and agencies periodically conduct seminars or low-cost semester courses that shall be utilized, within fund limits available, for training of employees. Supervisors are encouraged to release employees for approved training which is job related and which will increase job proficiency and skills.

e. **Educational Assistance Program**

Provided training funds are available, the Authority may sponsor a specific educational course at a local institution for an employee if the cost is reasonable and considered to be in the best interest of the employee and the Authority. Employees applying for this program are limited to salaried staff, and it is preferred that the course be directly related to improving the employee's present job performance and will assist the employee in future growth and progression.

f. **Application**

Any salaried employee may apply, in writing, to the Director of Personnel via the immediate supervisor and Project Director or Head of Department for any of the training programs referred to above. The Director of Personnel will maintain a file and continuing record of all local training available that would be of interest to employees.

**21. COLLECTION AND SOLICITATION OF FUNDS**

Collection and solicitation of funds will be limited to those designated by the Authority as official fund drives.

At the present time the Annual City of Boston Employees Campaign for the United Fund is the only authorized fund drive that requires solicitation of all employees.

**22. OFFICIAL TRAVEL AND MILEAGE REIMBURSEMENT**

a. **Travel Policy**

The travel policy of the Authority shall generally conform to the City of Boston policy and the HUD Renewal Handbook Travel Regulations.

Employees or members of the Authority may perform official travel upon authorization of the Authority. Travel authorizations which include attendance of employees or members at seminars, conventions, short-term courses, or professional meetings, shall be considered at each meeting as routine personnel actions, submitted by the Director. Travel authorizations shall be obtained in advance of travel. Approved travel costs for employees and members shall be



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